

**Amended July 19, 2000**

**Vacancy Announcement 00-242 TD/cs Amended**

**VACANCY ANNOUNCEMENT**

**POSITION:** Program Analyst, GS-343-14  
(Program Manager)  
The position is at the full performance level.

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Assistant Director (Field Operations)  
Field Management Staff  
Washington, DC

**OPENING DATE:** July 18, 2000 **CLOSING DATE:** August 14, 2000

**AREA OF  
CONSIDERATION:** Bureau-wide

**SALARY:** \$71,954 to \$93,537 per year including locality adjustment

**NOTE:** **Knowledge, skills and abilities to be addressed in the Supplemental Experience Statement are amended.**

**DUTIES:** Serves as a key advisor to the Chief, Field Management Staff and three Deputy Assistant Directors on issues relating to strategic planning for human resource utilization, organizational management, and determination of critically understaffed areas. Serves as primary staff advisor to the Chairman, Hardship Board/Office of Field Operation's Hardship Program, and for the Part-Time Employment Programs as they relate to ensuring proper human resource utilization. Develops full-time equivalency staffing standards and leads multi-disciplinary studies that impact staffing levels of Field Operations' Field Divisions nationwide. Determines study approaches based on the complexity of field operational activity, known problem areas, and the time and resources available for study teams. Works with Human Resources staff to ensure crediting plans comply with the Bureau's Merit Promotion Plans and Merit Promotion Board practices. Analyzes, consolidates, develops, comments on, and recommends information/reports in the allocation of human resources based on trends, developments in staffing patterns, changes in legislation, and resource availability.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the GS-13 level in Federal service. Specialized experience must have included analyzing programs, administrative processes, organizations, and/or policies for effectiveness and compliance with requirements, preparing reports for senior management and recommending options to improve the operation. Applicants must meet the qualification requirements, including time-in-grade, within 30 days of the closing date of this announcement.

**EVALUATION METHODS:** Applicants will be evaluated on **relevant** experience, training and self-development, award (Quality Increase, Sustained Superior Performance, Special Act, and Suggestion) within the past two years, performance appraisal, formal college or university education, and the Supplemental Experience Statement addressing the Quality Ranking Factors.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training, awards, volunteer experience or hobbies as they relate to each factor listed below. Provide detailed evidence for each factor including clear and concise examples of work, responsibility, accomplishments, and where and when you acquired the knowledge, skill or ability.

1. Knowledge of the functions of the Office of Field Operations and other directorates needed to make recommendations pertaining to human resource needs.
2. Ability to communicate, both orally and in writing, with a high degree of effectiveness.
3. Ability to conduct studies that impact on staffing patterns, staffing levels, organizational structures, and human resource allocations.
4. Skill in acquisition and manipulation of data to analyze complex issues and to prepare trend projections and forecasts, to include conducting and presenting in-depth analyses and reports and to present proposals and recommendations.

### **GENERAL INFORMATION**

1. Applications will not be returned.
2. Applications must be received by the closing date of this announcement.
3. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.
4. Privacy Act Notice (P.L. 93-579): The information requested is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

### **HOW TO APPLY**

- A. Candidates must submit a written application (e.g., resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment). The OF-612 may be obtained from OPM's website <http://www.opm.gov/forms/html/of.htm>. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade(s) for which applying, and vacancy announcement number of the vacancy for which you wish to be considered
  2. Full name and Social Security Number
  3. Mailing address, and day and evening phone numbers
  4. Country of citizenship and veterans preference
  5. Highest Federal civilian grade held on a permanent basis, dates you held that position, and whether eligible for reinstatement to the competitive Federal service (attach copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility)
  6. For experience (paid and non-paid) most relevant to this position, include name of employer, start and end dates of employment, job title, grade (if applicable), salary and dates earned, supervisor's name and phone number, average number of hours worked per week, and a description of duties and responsibilities.
  7. Name and location of high school attended and date of diploma or GED
  8. Name and location of colleges/universities attended; dates attended; degrees awarded; major and minor fields of study including semester/quarter hours earned; GPA; transcripts may be required to verify education; foreign education must be certified by a recognized accrediting institution before applying for Federal positions
  9. A statement whether or not we may contact your supervisor
- B. Additional information/completed forms which should be submitted:
1. Written response to the Supplemental Experience Statement
  2. Current/former Federal employees should submit a copy of their most recent performance appraisal and copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility reflecting competitive status
  3. Applicants with a disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.

4. Relevant training: course titles, dates, and number of hours and institutions
5. Job related awards, honors and licenses (description and year) and special qualifications such as language, computer skills

**CTAP: Federal employees seeking Career Transition Assistance Program (CTAP) consideration must submit proof they meet the requirements. This includes a copy of their specific RIF or separation notice, or agency certification they cannot be placed after injury compensation has been terminated, or an OPM notification that disability annuity has been terminated; and documentation from their agency reflecting**

**the promotion potential of the current position. CTAP eligibles must be rated well qualified for the position to be given selection priority. To be well qualified, applicants must meet or exceed the mid-level range of the crediting plan.**

**SEND COMPLETE APPLICATION(S) TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management, Personnel Division  
Merit Promotion Branch, Room 4170  
ATTN: 00-242 TD/cs  
Washington, DC 20226

(202) 927-8610 main number (202) 927-7964 TDD

**You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities.**

**AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will receive consideration regardless of race, color, sex, age, national origin, politics, marital status, sexual orientation, religion, or any other non-merit factor.

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-242 TD/cs**

Position Title, Series and Grade: Program Analyst, GS-0343-14, in the Field Management Staff, Washington, DC

Name and Address ***(applicants, please complete)***

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The results of your application for consideration for this position are as follows:

\_\_\_ Your name was referred to the selecting official; however you were not selected.

\_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.

\_\_\_ You were selected for the position.

\_\_\_ You were found to be ineligible/not qualified as indicated below:

- |  |  |
|--|--|
| <input type="checkbox"/> Lack general experience       | <input type="checkbox"/> Lack required time in grade                     |
| <input type="checkbox"/> Lack specialized experience   | <input type="checkbox"/> Lack education requirements                     |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |
| <input type="checkbox"/> Other: _____                  |  |

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

Teresa A. Dunnington  
 Personnel Management Specialist

\_\_\_\_\_  
 Date

The application you submitted for Vacancy Announcement: **00-242 TD/cs. Program Analyst, GS-0343-14** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

**The Personnel Division is unable to release specific information on job status.**

Name and Address ***(applicants, please complete)***

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